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REAL PROPERTY SUMMARY

(SEE INSTRUCTIONS ON REVERSE)

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FILE

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Column 1. File Identification at [REDACTED] That file number or other identification used by the [REDACTED] for control and reporting purposes. Avoid direct identification, for security reasons. If living quarters, give occupant's name, grade and dependents; e. g., BENSON GS-12-3.

ACQUISITION

Column 2. Date (Mo./Yr.): Give month and year property was acquired, as 9/66.

Column 3. Method (Code): Codes: 1 - Purchased; 2 - Leased; 3 - Assigned; 4 - Purchased Land, Constructed Building; 5 - Leased Land, Constructed Building; 6 - Land Assigned, Constructed Building. (Regardless of nominal interest of the cover, in distinguishing between assigned and leased properties, the criterion is the source of funds used to pay the acquisition and operating costs, whether directly or by reimbursement.)

Column 4. Cover: Give cover of occupant.

Column 5. Authority: Cite regulation subparagraph or Headquarters message number and date.

PROPERTY DESCRIPTION

Column 6. Type (Code): Codes: Office (OFC); House (H); Apartment Unit (A); Warehouse (W); Other (OTH).

Column 7. Floor Area: Gross enclosed floor space in square feet, including basement and attic but deleting portion having ceiling height less than 5 feet and any open porches, garage, or sheds. If land only, give acres.

Column 8. Rooms and Type: Give number of rooms by types: as 4-BR; 2-BTH; 5-OTH. Do not count as rooms hall areas, closets, storage and similar spaces. A lavatory is $\frac{1}{2}$ -BTH.

Column 9. Furniture Owner: Designate who has title to bulk of furniture: Property owner, Landlord, or other Lessor (L); Occupant of the property (T); or U. S. Government (U).

CAPITAL COST (Organizational cost only - U. S. Dollars)

Column 10. Initial: For Owed properties give purchase price plus other initial cost required before occupancy. For Leased properties give structural costs incurred before occupancy. For Assigned properties give initial share of costs required to place in suitable condition for initial occupancy. Include also costs of initial new construction.

Column 11. Improvements and Alterations: Improvements are extensions of, or additions to, existing structures and minor new construction which provide less than a complete unit. If land only is leased, enter all construction costs, including that of complete structure. Alterations comprise relocation, rearrangement, or other similar change in an existing structure, affecting its capacity, efficiency, usefulness, size, shape, or function. (Do not repeat entry of Column 10.)

OPERATING EXPENSES (Annual Basis, U. S. Dollars - Organization cost only)

Column 12. Rent: Give annual rent paid directly or indirectly to obtain right to exercise exclusive control over property during 12-month period.

Column 13. Maintenance and Repairs: Maintenance and repairs are routine recurring or emergency work necessary to keep real estate in condition for continuous use at its designed capacity and efficiency and to reduce depreciation and obsolescence. (Included are annual reimbursements to other organizations for specific maintenance and repair charges.) Replacements restore to a condition substantially equivalent to the original or designed capacity or efficiency of the property by replacement or reprocessing of constituent parts or materials. If there has not been 12 months experience, enter estimate and so label.

Column 14. Utilities: Expenditures for gas, water (excluding bottled water), heating, lighting, power, sewerage, electricity, and official telephone services, which are not included in rent.

Column 15. Services and Miscellaneous: Include all other annual recurring expenses which are allowable under regulations or specially authorized.

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